

Exhibit 300: Capital Asset Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview & Summary Information

Date Investment First Submitted: 2009-06-30
Date of Last Change to Activities:
Investment Auto Submission Date: 2012-02-29
Date of Last Investment Detail Update: 2011-09-14
Date of Last Exhibit 300A Update: 2012-08-19
Date of Last Revision: 2012-08-19

Agency: 024 - Department of Homeland Security **Bureau:** 40 - United States Secret Service

Investment Part Code: 01

Investment Category: 00 - Agency Investments

1. Name of this Investment: USSS - Enterprise Financial Management System (TOPS)

2. Unique Investment Identifier (Ull): 024-000004010

Section B: Investment Detail

- 1. Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. Include an explanation of any dependencies between this investment and other investments.**

The Enterprise Financial Management System (TOPS) is in steady state operation and supports the DHS goal of improving financial management. TOPS meets the requirements of OMB Circular A-123, Management's Responsibility for Internal Control; Appendix A Internal Control over Financial Reporting and OMB Circular A-127 Financial Management Systems. TOPS is a comprehensive, integrated financial system that is required to meet critical operational and reporting requirements of the USSS and DHS. TOPS is the cornerstone of integrating budget management, project management, procurement, inventory management, accounting and financial reporting systems using web based technologies. Single point of entry, paperless workflows and improved financial reporting have replaced the legacy processes and resulted in operational efficiencies. TOPS has been designated a center of excellence within DHS and supports the closing of a DHS gap for improving financial performance. Based upon the DHS designation and an operational analysis, the system is meeting or exceeding expectations and is an appropriate solution for the USSS and DHS. The Secret Service and DHS as stakeholders benefit from the integrated financial systems ability to automate and streamline business processes enabling managers to plan and execute core mission activities. The integrated systems are dependent upon the IT infrastructure for day to day operation.

- 2. How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? Include an assessment of the program impact if this investment isn't fully funded.**

This investment supports the closure of a DHS gap of improving financial management and performance. If this investment is not fully funded, the financial systems could fail to meet OMB Circular A-127 and A-123 requirements, as well as other governmental requirements. In addition, the systems could become unsupportable and the licenses to use the software would expire thus requiring paper based manual processes to carryout the support mission resulting in a larger DHS gap in improving financial management and performance.

- 3. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.**

Operations and maintenance enabling the protective and investigative missions of the Secret Service. The system allows for the Service to close the financial books within 5 business days of the end of the month. Perdiem rate and FAR-FAC updates are added as updates are issued. The GSA required FPDS-NG reporting changes were updated. System availability was 99%.

- 4. Provide a list of planned accomplishments for current year (CY) and budget year (BY).**

Continued operations and maintenance to enable the protective and investigative missions of the Secret Service. Perdiem rate updates and FAR-FAC updates will be implemented when issued by the software providers. We will strive to maintain 99% or above for system availability and to ensure the system is compliant with OMB Circulars A-127 and A-123.

- 5. Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.**

2006-03-06

Section C: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.C.1 Summary of Funding

	PY-1 & Prior	PY 2011	CY 2012	BY 2013
Planning Costs:	\$0.3	\$0.0	\$0.0	\$0.0
DME (Excluding Planning) Costs:	\$9.4	\$0.0	\$0.0	\$0.0
DME (Including Planning) Govt. FTEs:	\$0.0	\$0.0	\$0.0	\$0.0
Sub-Total DME (Including Govt. FTE):	\$9.7	0	0	0
O & M Costs:	\$32.2	\$5.7	\$3.0	\$3.0
O & M Govt. FTEs:	\$0.0	\$0.0	\$0.0	\$0.0
Sub-Total O & M Costs (Including Govt. FTE):	\$32.2	\$5.7	\$3.0	\$3.0
Total Cost (Including Govt. FTE):	\$41.9	\$5.7	\$3.0	\$3.0
Total Govt. FTE costs:	0	0	0	0
# of FTE rep by costs:	0	0	0	0
Total change from prior year final President's Budget (\$)		\$0.0	\$-3.8	
Total change from prior year final President's Budget (%)		0.00%	-56.00%	

2. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:

Section D: Acquisition/Contract Strategy (All Capital Assets)

Table I.D.1 Contracts and Acquisition Strategy

Contract Type	EVM Required	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	IDV Agency ID	Solicitation ID	Ultimate Contract Value (\$M)	Type	PBSA ?	Effective Date	Actual or Expected End Date
Awarded	7009	HSSS0112F004 0									

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

The investment is in steady state operation. Program manager and certified team members provide oversight over the contract. The contract is performance based firm fixed price with performance incentives and disincentives. There are no monetary incentives, the contractor cannot earn more than the value of the contract. If a disincentive is assessed against the contractor, and the contractor has earned an incentive, the incentive may be used to offset the disincentive. Disincentives could result in a contractor earning less than the full value of the FFP contract if there are no earned incentives for offset.

Exhibit 300B: Performance Measurement Report

Section A: General Information

Date of Last Change to Activities:

Section B: Project Execution Data

Table II.B.1 Projects					
Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)
NONE					

Activity Summary								
Roll-up of Information Provided in Lowest Level Child Activities								
Project ID	Name	Total Cost of Project Activities (\$M)	End Point Schedule Variance (in days)	End Point Schedule Variance (%)	Cost Variance (\$M)	Cost Variance (%)	Total Planned Cost (\$M)	Count of Activities
NONE								

Key Deliverables								
Project Name	Activity Name	Description	Planned Completion Date	Projected Completion Date	Actual Completion Date	Duration (in days)	Schedule Variance (in days)	Schedule Variance (%)
NONE								

Section C: Operational Data

Table II.C.1 Performance Metrics

Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Measurement Condition	Baseline	Target for PY	Actual for PY	Target for CY	Reporting Frequency
Customer Results/Satisfaction with system functionality; survey data collected twice a year.	Num. Score - Scale of 1-100 meas.10 pt ranges	Customer Results - Customer Benefit	Over target	80.000000	80.000000	86.000000	80.000000	Semi-Annual
Efficiency of financial processes due to integration of systems; survey data collected twice a year.	Num. Score - Scale of 1-100 meas.10 pt ranges	Process and Activities - Financial	Over target	80.000000	80.000000	89.000000	80.000000	Semi-Annual
Effectiveness of technology in supporting the financial line of business; survey data collected twice a year.	Num. Score - Scale of 1-100 meas.10 pt ranges	Technology - Effectiveness	Over target	80.000000	80.000000	85.000000	80.000000	Semi-Annual
Percentage of time system is available outside of scheduled downtime.	Percentage	Technology - Reliability and Availability	Over target	98.500000	98.500000	99.000000	98.500000	Monthly
Number of business days to close the financial books each month.	Business Days	Mission and Business Results - Management of Government Resources	Under target	5.000000	5.000000	5.000000	5.000000	Monthly